IPDES E-Permitting

DEQ uses an on-line system for applications and report submittal. Permittees are expected to continue using NetDMR to submit discharge monitoring reports. Instructions for updating Idaho’s NetDMR on EPA’s Central Data Exchange (CDX) are below.

Access Instructions for the Idaho DEQ NetDMR

*The first person requesting access to the new Idaho DEQ NetDMR must be the signatory. Once a signatory is approved for the permit, the edit, view, and permit administrator roles will be available for users to request.

Step 1

Log in to your CDX account: [https://cdx.epa.gov/](https://cdx.epa.gov/).

Step 2

Select “Add Program Service” located at the bottom of the screen.

Step 3

Scroll down and select “NetDMR: Network Discharge Monitoring Report.”

Step 4

Select “NDMR-ID: NetDMR: Idaho Department of Environmental Quality.”
Step 5
Select the appropriate role, and click the “Request Role Access” button.

Step 6
Select either “Current Organization” and choose from the drop-down list, or “Request to Add an Organization,” and click the “Submit Request for Access” button.

Step 7
Enter your job title, and click the “Next” button.
Step 8
A green “Program Service sucessfully added” message appears. Click the “MyCDX” option to return to the screen in Step 1.

Step 9
Click on the role for your new NetDMR: Idaho Department of Environmental Quality program service. When the NetDMR site appears, click “Continue to NetDMR.” Request access to the specific permit or permits in NetDMR.

Step 10
In the top left corner of the screen, select “Request Access.”

Step 11
Type in the 9-digit permit number with no spaces or dashes. Click the “Update” button. Select the appropriate role, and click “Add Request.” The Access Request populated in the summary of current access requests will appear. Either click “Submit” if you only need the one role, or click “Update” again and select an additional role. Add the request and click “Submit.”
*If requesting a role other than the signatory, you have completed all the steps needed. If you are the signatory, please continue.

**Step 12**

From the drop-down box, select your employer’s relationship to the facility or facilities. The choices are Parent, Facility, or other. “Facility” is most commonly selected for this field unless you work for a parent corporation or have some other relationship to the facility. Select the first radio button, “I have the authority to enter into this Agreement for the Permittee under the applicable standards,” if you have signatory authority, and click “Submit.” If you do not have signatory authority, select the second option, “I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.” If the second option is selected, one of the following steps must occur before your signatory access is approved:

1) If you choose to sign the subscriber agreement electronically, the responsible official identified must create a CDX account to gain access to NetDMR and approve your request, or

2) If you choose to sign the subscriber agreement via paper, print the agreement, and both you and the responsible official must sign before mailing to DEQ attn. IPDES Data Management Coordinator 1410 N. Hilton, Boise, ID 83706.
Step 13

Choose to “Sign via Paper” or “Sign Electronically.” (Signing electronically is the preferred method.)

Step 14

If you select “Sign Electronically,” the following screen appears. Select “Sign Electronically,” and when prompted, enter your password and answer the security question. You now have completed the required steps.

Step 15

If you select “Sign via Paper,” a pop-up widow with your subscriber agreement appears. Print and sign the agreement, and mail it to DEQ.

Additional help and resources are found on the NetDMR support site at https://netdmr.zendesk.com/hc/en-us. For assistance logging in or for any CDX issues, call 1-888-890-1995. For NetDMR support, call 1-877-227-8965, or the local DEQ office.